

Form 100-I Instructions for Completing Job Status Report

For all **Jobs Created**, at least 51percent must be either filled by or made available to persons qualifying as low or moderate income (LMI) at the time of hire. The Grantee (City or County) or the referring agency must maintain all income documentation to verify the income status of all persons hired by the Company. The **Job Status Report and the Job Activity Log** must be submitted to the Arkansas Economic Development Commission quarterly. The reports are due on the 20th day of January, April, July, and October to report the activities of the previous three-month period, until the end of the performance period or until job creation is completed.

Note: All jobs created must be permanent jobs.

- A. General Information:** Enter the information as requested. Self-explanatory.
- B. Company Information:** Enter the information as requested. For the performance period, enter the performance period from the **Job Creation Plan** which was submitted previously.

Quarter Ending Date: Enter the quarter ending date in each of the columns for the entire performance period. These dates should coincide with the dates listed on the **Job Creation Plan**. The quarter ending dates should be December 31, XXXX, March 31, XXXX, June 30, XXXX, or September 30, XXX.

- C. Jobs Created and Beneficiary Data:** Jobs/hires are to be reported in “full-time equivalents”, that is one full-time (40 hr. normal work week) position equals one full-time equivalent. Each part-time position should be reported in tenths/hundredths, e.g. a half-time (20 hr. normal work week) position should be counted as .5, and a quarter-time (10 hr. normal work week) position should be counted as .25. Use the following formula to determine the full-time equivalent of each position:

$$\frac{\text{Number of hours per work week}}{40} = \text{Full-Time Equivalent}$$

In the “**P**” (Planned) columns on lines 1, 2, and 3, enter the planned job creation totals for each quarter, as listed on the **Job Creation Plan**, for the entire performance period. Use additional sheets, if necessary. If job creation activity is not scheduled in the first few quarters, enter a 0 in each quarter until job creation activity is planned.

In the “**A**” (Actual) columns, complete lines 1–5 reflecting the job creation activity for the reporting period. Since this is a cumulative report, the next quarterly report will include the first and second quarter job activity and so on until the performance period is completed or until job creation is complete.

The last column is the **Totals** column and will change on a quarterly basis based on the job creation activity for the project.

- D. Certification**

The company representative authorized to certify the job creation information must sign and date the form ensuring the accuracy of the report.